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ABSTRACT

Designed as a reference and general guide for part-time faculty at Hagerstown Junior College, this handbook provides information and sample forms concerning the college's policies, procedures, and services. The handbook presents the following topics, organized alphabetically (asterisks (*) indicate the presence of relevant forms): audio-visual aids and requests*; audit procedures; basis for awarded credit; campus visitors; class admission*; class attendance; class length; class scheduling; class assignment; clerical services center; closed classes*; conference areas; copyright; counseling services; course outlines, goals, and objectives*; course records; credit by examination*; custodial services*; the dean's list; emergency procedures; employment policy*; equal opportunity employment resolution; evening administrator duty; examinations; faculty absence from class; faculty evaluation by supervisors and students*; field trips*; fire drills; grade appeal procedures; grade changes*; grading system and reporting; identification card; inclement weather procedures; independent study*; the instructional clinic; keys*; library resources; lost and found; mail; mileage reimbursement; off-campus centers; parking; personnel folders; professional and ethical responsibility; salary; security; smoking regulations; special studies*; student conduct; student financial aid; the student handbook; student placement; student records; the switchboard; telephone service; textbook desk copies and materials of instruction; textbook selection procedures; the campus bulletin, "The Hawk"; tutorial services; use of resource persons; and withdrawals. (LAL)

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Part-Time Faculty Handbook

Hagerstown Junior College

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JC 440 131

HAGERSTOWN JUNIOR COLLEGE
751 Robinwood Drive
Hagerstown, Maryland 21740
(301) 790-2800

PART-TIME

FACULTY HANDBOOK

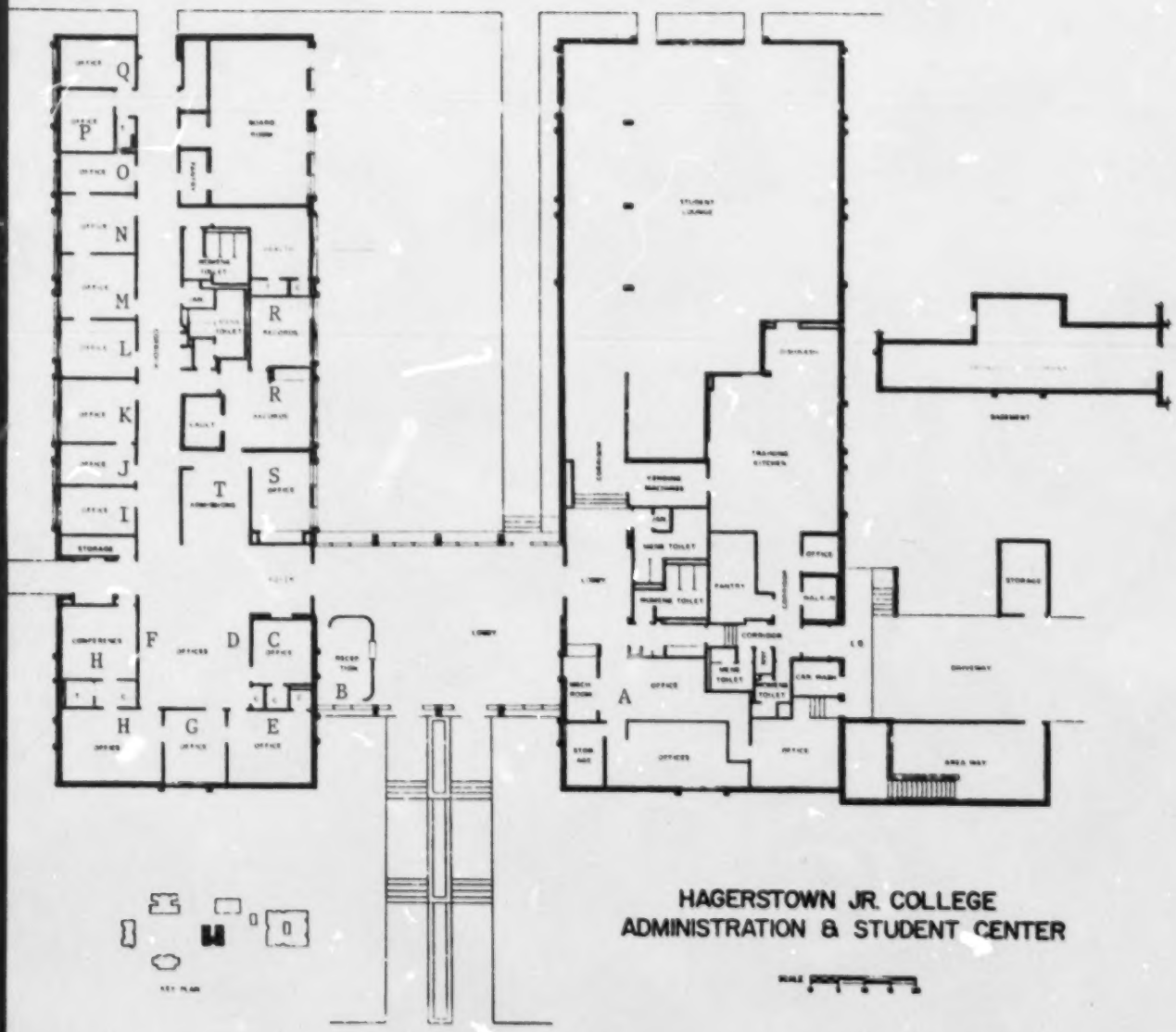
Revised
January 1984

Dear Part-Time Instructor:

To welcome you as a member of the teaching team at Hagerstown Junior College is our pleasure. Your willingness to contribute your knowledge and experience to the challenge of community college education will provide you with the opportunity to broaden the lives of the students and to enrich your own life.

This handbook has been designed as a quick reference and a general guideline. Should you have any further questions or should you need any assistance, please contact your division chairperson or the Office of Instruction.

Office of Instruction
Hagerstown Junior College



HAGERSTOWN JR. COLLEGE
ADMINISTRATION & STUDENT CENTER

A. Director of Student Activities
B. Receptionist/Switchboard Operator
C. Dean of Administration
D. Secretary to (C)
E. Dean of Instruction
F. Secretary to (E)
G. Secretary to the President
H. President
I. Admissions Assistant
J. Secretary, Public Information
K. Director of Public Information
L. Director of Student Financial Aid and Career Placement
M. Secretaries to (L) and (N)
N. Dean of Student Services
O. Veterans' Affairs Coordinator
P. Counselor
Q. Director of Counseling
R. Records Assistant
S. Registrar and Director of Admissions
T. Secretary to (S)

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AUDIOVISUAL AIDS

Audiovisual materials and equipment for classroom and general use are housed in the Library. Reservations for their use should be placed at least 48 hours in advance of the date on which they will be needed. This request should be made on a gold form (see Sample A), approved by the division chairperson, and filed with the Audiovisual (A-V) Office. (Gold forms are available in the A-V Office, Extension 224.) Basic audiovisual equipment is provided in the large lecture areas of the Classroom and Science Buildings and is also located in other designated areas throughout the College.

SAMPLE A

Date_____

AUDIOVISUAL EQUIPMENT AND MATERIALS REQUEST

Submit to AV Office, CP129, at least 48 hours before program date.

Date of Program_____

Location of Program_____ Time A.M. P.M.
Building & Room Number

Borrower_____
Name

_____
Organization

_____
Address

_____
Telephone

Type of Presentation Planned_____

_____

_____

AV Equipment Needed

_____Podium
_____Sound System
_____Microphone__table__floor__lavalier
_____16mm Projector
_____8mm Projector, Silent
_____8mm Projector, Sound
_____Filmstrip Projector
_____Sound Filmstrip Projector, Cassette
_____Sound Filmstrip Projector, Record
_____3/4" U-matic Videocassette Playback
_____Overhead Projector
_____Opaque Projector
_____Slide Projector
_____Sound Slide Projector, Cassette
_____Record Player
_____Cassette Tape Recorder
_____Reel to Reel Tape Recorder
_____Dissolve Unit
_____Digi-cue Programmer
_____Other--Specify_____

AV Materials Needed

_____Cassette Audiotape__C30__C60
_____Reel to Reel Audiotape

Recording tapes may be borrowed from the college but remain college property. User must supply any recording tapes which are to be kept.

_____Transparencies
_____Other--Specify_____
_____
_____

For consultation, confirmation, and special arrangements for technical assistance, call:
790-2800, ext.309 for Theater and Classroom Auditorium Programs,
790-2800, ext. 224 for all other locations on campus.

AUDIT PROCEDURES

A student may audit a class by registering as an auditor and paying the regular fees. Audit status must be declared before the end of the first week of classes. Since this student is not permitted to take course examinations, no credit is given toward the degree or for transfer purposes. No grade is reported for an auditor other than "audit."

BASIS FOR AWARDING CREDIT

The College awards credit on the basis of one credit hour for each fifteen clock hours of classroom instruction. Laboratory, clinical, and field experience credit is determined by programmatic requirements and may vary among curricula.

CAMPUS VISITORS

When representatives are scheduled to visit our campus from other educational institutions; from federal, state, or community agencies; or from commercial companies, appropriate advance notice should be given to the President's Secretary. General notification will then be possible to all staff members who may be interested.

CLASS ADMISSION

If a student's name does not appear on your enrollment roster, he/she must possess a class admission form (see Sample B) to enter class. If the student does not have the appropriate form, please send him/her to the Registrar's Office.

SAMPLE B

Hagerstown Junior College

☐ ADD (FIRST WEEK OF CLASSES) ☐ DROP (FIRST WEEK OF CLASSES) ☐ CHANGE IN SCHEDULE — DATE RETURNED / /

CURRICULUM CHANGE: OLD _____ NEW _____ ☐ LATE REGISTRATION ☐ COMPLETE WITHDRAWAL

STUDENT NAME - LAST	FIRST	MIDDLE	EFFECTIVE DATE	REFUND DUE

COURSE TITLE	CATALOG NUMBER	DAY HOUR	CREDIT HOURS	GRADE	DATA PROC NUMBER	INSTRUCTOR

REASON: _____

CHANGES STUDENT LOAD FROM _____ TO _____ SEMESTER HOURS (INCLUDING NON-CREDIT COURSES)

APPROVAL SIGNATURES

STUDENT	REGISTRAR
DEAN OF STUDENTS	LIBRARIAN
COUNSELOR	FINANCE OFFICE
VETERAN'S OFFICER OR FINANCIAL AID OFFICER	PHYSICAL EDUCATION INSTRUCTOR

SOCIAL SECURITY NUMBER ☐☐☐ ■ ☐ ■ ☐☐☐☐

FEE $ _____

CLASS ATTENDANCE

Since it is the belief of the College that regular and prompt attendance is essential to scholastic success and growth, students are expected to attend all scheduled classes and examinations except in cases of emergency.

If for some reason a student must be absent from class, the number of absences should not exceed the semester hours of credit for the course. This provision for class "cuts" is not a bonus system; it is merely an opportunity for the student to make up work missed when absent from class because of illness or any unexpected situation that may arise.

The effect of absences on grades is determined by the instructor. If any student accumulates more absences than allowed, the student will be referred to the Dean of Student Services through an attendance form provided on request. The Dean and the instructor may take such action as deemed appropriate. Excessive absences may result in a student being dropped from a course.

CLASS LENGTH

Classes are normally scheduled on an hourly basis. Fifty minutes of each hour are allotted to instruction with a ten-minute interval for change of classes. Ninety-minute classes should have seventy-five minutes allotted to instruction, and three-hour classes should have two and one-half hours of instruction.

CLASS SCHEDULING

Hagerstown Junior College constructs its class schedules on the basis of identified student need and institutional priorities. Data elements for schedule construction will be solicited from all divisions of the College. Part-time instructors are encouraged to submit requests for classes and suggestions regarding time and location of classes to the appropriate division chairperson.

CLASS ASSIGNMENT

Classes are scheduled in rooms and at hours deemed most desirable for students. All requests for temporary or permanent changes in hours or rooms should be referred to the division chairperson and approved by the Office of Instruction.

CLERICAL SERVICES CENTER

A central Clerical Services Center is located in the Career Programs Building. Orientation sessions will be scheduled at various times to help faculty members become aware of the services available in the Center. A Clerical Services Center Handbook is available for anyone interested in learning what kinds of services may be provided.

The Center requests a notice of ten working days for preparation of examinations. Requisitions must be approved by the appropriate division chairperson.

CLOSED CLASS

When a class has achieved its enrollment maximum, only the instructor may permit students to register. The instructor should give serious consideration to the workload involved before permitting a deviation from the established maximum. To allow a student to enroll in a closed class, use the Permit to Register in a Closed Class form (see Sample C).

SAMPLE C

PERMIT TO ENTER CLOSED CLASS

Name _____

Course Number _____ Course Title _____

The foregoing class is closed. We have evaluated the student's request to enroll. It is consistent with enrollment and instructional projections; therefore, we approve the request.

Approvals

_____ _____
Instructor Date

_____ _____
Division Chairperson Date

_____ _____
Dean of Instructional Affairs Date

_____ _____
Registrar Date

Revised
01A/8-81

CONFERENCE AREAS

Since campus offices are not assigned for part-time instructors, the following rooms have been designated for use as possible areas for conferences with students:

Career Programs Building	-	Room 126
Classroom Building	-	Room 13
Gym	-	Room 7
Library	-	Room 6
Science Building	-	Room 6

COPYRIGHT

The most general rule regarding copyright laws seems to be that making a single copy of an item for personal use is no problem, but making multiple copies of magazine articles or chapters of textbooks is taboo. Any questions regarding copyright laws may be referred to the Audio-visual Coordinator on Extension 224.

COUNSELING SERVICE

Counseling services are provided for each student during the pre-enrollment interview and throughout the period of the student's matriculation at the College. Faculty may refer students to the counselors, or students may contact counselors directly. During regularly scheduled classes, counselors are on duty in the evenings as well as days.

COURSE OUTLINE, GOALS, AND OBJECTIVES

Every part-time instructor is expected to prepare goals, objectives, and an outline (see Sample D) for each course taught. The course outline is to be filed in the Office of Instruction. Every part-time instructor is encouraged to include the following statement in the course outline: "The instructor reserves the right to modify the course content and/or the evaluation (testing) procedures as he/she determines necessary." During the first week of class, the instructor must inform the students of the goals and objectives of the course(s) and of the method of determining grades. This information should then be adhered to throughout the semester.

SAMPLE D

HAGERSTOWN JUNIOR COLLEGE
Hagerstown, Maryland

COURSE SYLLABUS DOCUMENT

1. _____
COURSE
(Designator, Number, Title, Credits)

2. _____
PREREQUISITE(S)

3. COURSE OBJECTIVES: (A Separate Sheet(s) May Be Attached) _____

_____

_____

_____

_____

_____

4. EVALUATION PROCEDURES: (Explanation of Quizzes, Examinations, Projects, etc.)

_____

_____

_____

_____

_____

5. TOPICAL OUTLINE: (Attached)

6. TEXTBOOK(S) USED:

_____

_____

_____

_____

7. _____
Instructor

8. _____
Semester

COURSE RECORDS

The part-time instructor is expected to maintain an accurate record of how the students' grades are determined. This record is vital to the grade appeal procedure. Should attendance be used as an aspect of evaluation, accurate attendance records must also be kept.

CREDIT BY EXAMINATION

The purpose of credit by examination is to allow students who have gained an experience equivalent to that offered through college level courses the opportunity to receive credit for that experience. Credit may be granted to eligible students after satisfactory completion of tests offered through the College Level Examination Program (CLEP), USAFI, DANTES, and institutional examinations administered by College faculty.

Eligibility

1. A person is required to file an application for admission to Hagerstown Junior College prior to application for credit by examination (see Sample E).

2. A person may not make more than two attempts to receive credit by examination in a particular course.

3. A person will not be allowed to take credit by examination in a course for which he/she has previously earned transferable credit.

4. A person who has audited a course may be eligible for credit by examination in the course which he/she audited.

Courses

Only selected College courses will provide the credit-by-examination option.

Should you have students who evidence an interest in credit by examination, please refer them to the Registrar's Office.

SAMPLE E

Hagerstown Junior College

751 Robinwood Drive ▪ Hagerstown, Maryland 21740 ▪ 301 • 790 • 2800

APPLICATION FOR CREDIT-BY-EXAMINATION

NAME OF APPLICANT _____

ADDRESS _____

EXAMINATION:

_____ _____ _____

TITLE (COURSE) CREDITS DATE OF EXAM

HJC CURRICULUM _____ FULL-TIME STUDENT _____

EXAMINATION GRADE _____ PART-TIME STUDENT _____

(Satisfactory/Unsatisfactory)

COMMENTS:

APPROVED:

_____ _____

DIVISION CHAIRPERSON DATE FINANCE OFFICE DATE

_____ _____

INSTRUCTOR (EXAMINER) DATE OFFICE OF INSTRUCTIONAL AFFAIRS DATE

_____ _____

REGISTRAR DATE

Procedure:

1. Applicant submits form to Division Chairperson.
2. If Division Chairperson approves, applicant presents form to College Finance Office and pays examination fee.
3. Applicant takes form to Examiner (Instructor) at the date of examination.
4. When examination is scored, the Examiner gives the form to Division Chairperson for transmittal to the Office of Instructional Affairs.
5. Office of Instructional Affairs sends form to the Registrar for recording process.

CUSTODIAL SERVICES

For general maintenance requests of a non-emergency nature, please complete the appropriate form (see Sample F) and submit it to your division chairperson.

SAMPLE F

TO: Superintendent of Buildings and Grounds DATE _____

FROM: _____

BUILDING _____

ROOM _____

MAINTENANCE OBJECT _____

_____

_____

SIGNATURE _____

DATE COMPLETED _____

DEAN'S LIST

At the end of each fall and spring semester, the Office of Instruction issues certificates to those full-time students who have achieved outstanding success in academic studies. A student must earn a minimum quality point index of 3.5 to qualify for the Dean's List.

EMERGENCY PROCEDURES

Should a person become seriously injured or ill on campus, instructors or other staff members should use the following emergency procedures:

1. Call Community Rescue Service...791-1211...or the individual's personal physician.

2. Notify a member of the administrative staff of the emergency. Should you be working on campus in the evening, call the switchboard operator and ask him/her to contact the evening duty administrator.

3. Accompany or insure that a staff member accompanies the injured/ill person to the hospital emergency room.

4. (a) Notify a family member if the injured/ill person is a student.
   (b) Remain with the student until a family member arrives.

EMPLOYMENT

Individuals may apply to the College for a part-time position at any time. When scheduling needs are known, the division chairperson or the Dean of Instruction will contact the appropriate applicants.

Memorandum of Agreement

The teaching assignment will be made in a Memorandum of Agreement (see Sample G) issued to the part-time instructor. The course(s) to be taught, the salary, and the conditions of employment are included in the Memorandum.

Orientation Meeting

Soon after the beginning of the fall and spring semesters, the Office of Instruction will conduct an orientation meeting for part-time instructors. Attendance of all of the part-time instructors is encouraged.

Office of the Dean of Instruction

Hagerstown Junior College

751 Robinwood Drive ■ Hagerstown, Maryland 21740-6590 ■ 301-790-2800

SAMPLE G

MEMORANDUM OF AGREEMENT
PART-TIME FACULTY

We are looking forward to your association as a part-time member of the instructional staff of Hagerstown Junior College. Your assignment for the _____ semester of the _____ college year includes the following:

_____	_____	_____ semester hours
_____	_____	_____ semester hours
_____	_____	_____ semester hours
_____	_____	_____ semester hours

Your total salary for the semester will be _____ and this amount will be divided into _____ payments of _____. For FY _____ a course must have a minimum of _____ students enrolled to guarantee full pay for an instructor. Participation in the College's fringe benefit program is not available to part-time faculty.

A copy of the class schedule is enclosed for your information. Further obligations of your teaching responsibility are detailed in the College's Part-Time Faculty Handbook; your division chairperson will give you a copy.

The College reserves the right to conduct an evaluation of your performance during the semester. If you are selected for evaluation, you will be informed by your division chairperson.

Further, the College reserves the right to terminate a part-time appointment at any time if, in the judgment of the Dean of Instructional Affairs after consultation with the division chairperson, the appointee's performance of professional and personal responsibilities is incompatible with the standards required by the College.

This offer of employment is contingent upon adequate student enrollment and the availability of full-time staff. It should also be noted that the time you spend as a part-time employee of HJC will not count toward tenure if you ever join the staff on a full-time basis.

To indicate your acceptance and understanding of this agreement, please sign and return the enclosed copy. You may retain the original for your own record.

We hope that your assignment for this semester will prove to be a challenging one.

Sincerely,

Michael H. Parsons
Dean of Instruction

The conditions of employment for a part-time instructor as outlined in this memorandum are reasonable and acceptable to me. I understand that this contract is for the stated session only and does not obligate the College for future employment on either a full- or part-time basis.

Date _____ *Signature* _____

EQUAL OPPORTUNITY EMPLOYMENT RESOLUTION

WHEREAS, the philosophy of Hagerstown Junior College states that it is a community-oriented public institution designed to provide appropriate opportunities for all who seek further education;

WHEREAS, the Presidents of the community colleges in Maryland individually have indicated their support for providing equal educational and employment opportunities for all; and

WHEREAS, the Maryland State Board for Community Colleges has resolved that the community colleges in Maryland and the Maryland State Board for Community Colleges shall provide equal educational and employment opportunities for all;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Hagerstown Junior College reiterates its policy that Hagerstown Junior College does not discriminate against any individual for reasons of race, sex, color, religion, national origin, age or conditions of handicap in the admission and treatment of students, educational programs and activities, hiring of faculty and staff, or any terms and conditions of employment. (11/17/77)

EVENING ADMINISTRATOR DUTY

A member of the College administrative staff is on duty each evening and Saturday morning that the College is open for classes. A duty roster is located at the College switchboard as well as in the Office of Instruction. Should you need the assistance of the administrator on duty, please contact the switchboard operator.

EXAMINATIONS

The College considers examinations to be part of the learning process, and the experience has been that frequent examinations are preferable to only a mid-term and a final; therefore, faculty are encouraged to schedule examinations on a regular basis. Every effort should be made to provide students with prompt feedback regarding the examination results. During the time allotted for the final examination, faculty are required to give an examination or schedule some equally appropriate educational activity.

FACULTY ABSENCE FROM CLASS

Classes will be met and taught as scheduled and will be cancelled only as a last resort.

It is the responsibility of the part-time instructor to notify the division chairperson and/or the Office of Instruction as soon as possible whenever a late arrival or an absence is necessary.

Provision for class coverage in the absence of an instructor is the responsibility of the division chairperson. The Office of Instruction will cooperate in this situation if necessary.

The various levels of class coverage are listed below and depend on the circumstances of the absence:

1. The class will be met and taught or an examination, if scheduled, will be given.

2. The class will be met, roll will be taken, and the class will be dismissed to pursue further research or written work already assigned.

3. The class will be met, roll will be taken, directions will be given, and the class will be dismissed.

4. As a last resort, the class will be cancelled.

FACULTY EVALUATION

Part-time instructors will be evaluated the first time that they teach and on a regular basis thereafter. Every class at Fort Ritchie is evaluated every semester. A supervisory evaluation and a student evaluation (see Samples H and I) will be conducted at a time agreed to by the instructor and the supervisor. A copy of the evaluation results will be mailed to the part-time instructor after the semester is completed.

SAMPLE H

SUPERVISORY RATING SCALE

The purpose of any supervisory rating scale is to offer a somewhat objective approach to the task of evaluating faculty members. Although only a judgment, such a rating scale provides useful data which will assist the instructor in meeting his/her goals.

A series of statements concerning teaching effectiveness are listed below. Following each statement are columns labeled (a) Superior, (b) Above Average, (c) Average, and (d) Below Average. Read each statement, and, based on your observation, decide which of the available choices apply to this course. Darken the corresponding space on the answer sheet provided.

	(a) Superior	(b) Above Average	(c) Average	(d) Below Average
1. Class structure is appropriate to goals.				
2. Subject matter is made clear.				
3. Instructor uses resources and media appropriate to class.				
4. Instructor responds to a wide variety of personality types.				
5. Instructor responds effectively to students' feelings and problems.				
6. Instructor is flexible.				
7. Instructor encourages questions.				
8. Instructor uses questions and disagreements effectively.				
9. Instructor's speech patterns and mannerisms facilitate learning.				
10. Instructor displays spontaneity, individuality, originality, and/or humor.				
11. Instructor creates an effective learning environment.				

Revision
OIA-8/80

STUDENT EVALUATION QUESTIONNAIRE

SAMPLE I

This questionnaire contains a series of statements concerning teaching effectiveness. Write only on the accompanying answer sheet. Items 1 through 15 and spaces a, b, c, or d are to be used. Note that items are numbered on both sides of the answer sheet.

Following each statement on the questionnaire are columns labeled (a) Superior, (b) Above Average, (c) Average, and (d) Below Average. The letters (abcd) correspond with those on the answer sheet. Read each statement. Based on your experience, decide which of the available choices apply to this course. Use the pencil provided to darken the corresponding space on the answer sheet. Should you wish to change a response, please erase the first response completely.

After you answer items 1 through 15, please use the space provided on the pink side of the answer sheet to write any comments about the course that you think are appropriate. This evaluation is anonymous--do not put your name on it. Only with your help can HJC achieve excellence in teaching.

Teaching Effectiveness	(a) Superior	(b) Above Average	(c) Average	(d) Below Average
1. Command of subject matter				
2. Clarity of course objectives				
3. Organization of presentation				
4. Clarity of presentation				
5. Appropriateness of teaching method				
6. Effectiveness of teaching method				
7. Enthusiasm				
8. Relationship with students				
9. General personality characteristics				
10. General classroom management				
11. Comprehensiveness of testing procedures				
12. Appropriateness of testing procedures				
13. Fairness of testing procedures				
14. Availability for advising				
15. Advisor-advisee relationship				

Revision
OIA-7/80

FIELD TRIPS

Instructors are permitted to take students on field trips. Request forms are available from the appropriate division chairperson or from the Office of Instruction (see Sample J). Approval by the division chairperson and the Dean of Instruction should be obtained at least two weeks before the field trip. A budget and arrangements for travel/overnight accommodations should be submitted for approval a year in advance.

Since field trips are scheduled College activities, student absences from other classes will be excused.

SAMPLE J

HAGERSTOWN JUNIOR COLLEGE
Hagerstown, Maryland

PERMISSION REQUEST FOR OFF-CAMPUS TRIP

WHO: _____
(Faculty Member(s))

*Number of students participating _____

Arrangements for classes during absence _____

_____

PURPOSE: _____

WHERE: _____

WHEN: _____

HOW: Means of transportation _____

Time and Date of Departure _____ Time and Date of Return _____

Housing Arrangements _____
(include address and phone number)

_____

_____ Date Submitted

_____ Faculty Member

____ Approved
____ Disapproved

_____ Division Chairperson

____ Approved
____ Disapproved

_____ Dean of Instruction

*Attach a list of names of participating students to Dean of Students' copy of this form. Bring list up to date at departure.

Original:	Dean of Instruction	white
Copy #2:	Division Chairperson	canary
Copy #3:	Instructor	pink
Copy #4:	Dean of Students (only if students are involved)	goldenrod

OIA/1-79

FIRE DRILLS

Hagerstown Junior College must comply with certain fire regulations, and each staff member should be familiar with the procedures. It will be necessary to hold periodic and possibly unannounced fire drills which will require complete evacuation of one or more of the buildings in an orderly fashion. The instructor should be the last one to leave a classroom and should close the door.

GRADE APPEAL PROCEDURES

The following procedure will be used to resolve a disagreement between a faculty member and a student regarding a grade:

1. The student will discuss the issue with the faculty member.

2. If no resolution is reached, the division chairperson will meet with the student to review the issue.

3. If no resolution is reached, the issue will be referred to the Dean of Instruction.

4. If a resolution is still not achieved, an appeal may be made to a review panel chosen by a College administrator. The review panel will consist of an equal number of faculty members and students. The administrator will vote only in the case of a tie.

5. The decision of the review panel may be appealed by the faculty member or the student to the President of the College.

GRADE CHANGE

Grades may be changed <u>only</u> by the instructor who assigned the original grade. The Request for Change of Grade form (see Sample K) must be obtained in the Records office, completed by the part-time instructor, and submitted to the Dean of Instruction for approval. Requests for changes in grades must be initiated within two weeks after grade reports are mailed to the students.

REQUEST FOR CHANGE OF GRADE

SAMPLE K

I hereby request the Records Office to change the following grade for the Semester Ending _____ 19__

or for Summer Session I _____ or II _____ 19__:

Student's Name _____

Course Number and Title _____ Section _____

Grade Originally Assigned _____ Please Change Grade to _____

Reason _____

_____

_____

_____

Date _____ Signed _____
Instructor

Approval _____
Dean of Instructional Affairs

Note: Requests for changes in grades must be received within two weeks of the day grade reports are mailed to the student.

- -

(FOR RECORDS OFFICE USE ONLY)

Check list for corrections:

Re-calculate average and mail corrected grade report _____

Correct file copy of grade report _____

Send correction to Data Processing Dept. _____

Correct the permanent record _____

Correct the summary sheet _____

Issue corrected transcript if necessary _____

HJC

Records

GRADING SYSTEM AND REPORTING

The grading system of the College is as follows:

Grade	Evaluation	Quality-Point Value Per Hour of Credit
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
W	Withdrawn from course and/or College during approved withdrawal period	0
X	Audit	0

"I," "W," and "X" grades are not counted in determining the Quality-Point Index.

The grade of I (Incomplete) is given only when written permission is obtained from the Dean of Student Services prior to the date of the final examination and such request is approved by both the instructor and the Dean of Student Services. The student may make up the work during but no later than the end of the semester subsequent to the one in which the I grade was assigned.

Grade report forms and an announcement of the due date will be mailed to all instructors before the end of each semester. It is very important for instructors to submit grades on time. Please call the Office of Instruction and report the grades by telephone should you be unable to submit the grade report form on time.

IDENTIFICATION CARD

Every part-time instructor must have an Identification Card to access the College Library and the Audiovisual Center. This card will also help to identify the instructor to other College staff members.

The Director of Student Activities will be prepared to make Identification Cards for new part-time instructors at the part-time orientation meetings. Should an instructor be unable to attend the orientation, he/she should contact the Director of Student Activities to make arrangements to obtain an Identification Card.

INCLEMENT WEATHER PROCEDURES

Severe weather conditions may make it necessary to cancel or delay classes occasionally. Radio stations in the tri-state area will be notified as soon as a decision is made. Announcements will be made by 7 a.m. regarding day classes and by 4 p.m. regarding evening classes. Please listen to your radio for the announcements during periods of inclement weather. By not calling the College, you will help to keep the limited number of telephone lines available so that staff may call the radio stations when necessary.

INDEPENDENT STUDY

Hagerstown Junior College makes it possible for qualified students to pursue topics of special interest for credit through a process of independent study. Qualified students are those who have successfully completed six credit hours in the subject matter field. Each division of the College permits the qualified student to negotiate a course-of-study contract for variable credit from one to three hours.

Procedures for Implementing an Independent Study (290)

1. The instructor and the student will initiate the proposal.

2. The instructor and the student will complete the independent study contract (see Elements below) and give a copy to the division chairperson along with the Independent Study Form (ISF) (see Sample L).

3. The division chairperson will review the contract. If the division chairperson approves, he/she will sign the ISF and forward it to the Dean of Instruction along with a copy of the contract.

4. The Dean will review the ISF for instructor load. If the Dean approves, he/she will sign the ISF, retain a copy, and forward the original to the Registrar.

5. The student will complete the registration process in the Registrar's Office and will pay applicable fees in the Finance Office.

6. The instructor will determine whether the contract credit requirements have been fulfilled and will award the appropriate grade.

Elements of the Independent Study Contract

1. Project title and number of credits
2. Project objectives
3. Methods for realizing objectives
4. Methods of evaluation
5. Project initiation and termination dates

SAMPLE L

HAGERSTOWN JUNIOR COLLEGE

Please write with a ballpoint pen to complete this form, and use extra pressure to make sure the information is visible on every copy. Thanks!

Check one: ☐ Tutorial (offered at HJC and listed in two-year catalog)
☐ Independent Study (not a regular offering) Attach a contract.

Check one: ☐ Fall ☐ Spring ☐ S.S.I ☐ S.S.II Year _____

Student's Name (Last - First - Middle) _____ Social Security Number _____

Course Number _____ Course Title _____ Course Credits _____

Student's Signature _____ Total Credits for Session _____

Instructor's Signature _____ Date _____

Division Chairperson's Signature _____ Date _____

Dean of Instruction's Signature _____ Date _____

Registrar's Signature _____ Date _____

Comptroller's Signature _____ Date _____

Distribution: Registrar (original/white)
Records Office (canary)
Computer Center (pink)
Dean of Instruction (gold)

OI-1/84

INSTRUCTIONAL CLINIC

Hagerstown Junior College maintains an ongoing process for instructional development and problem solving called the Instructional Clinic. The Clinic meets several times during the fall and spring semesters. Part-time instructors are encouraged to participate in the Clinic and to submit topics for discussion. The procedures are as follows:

1. An instructor identifies an instructional problem or topic for development.

2. The topic is suggested to the appropriate division chairperson or to the Dean of Instruction.

3. A moderator is identified and a Clinic is scheduled.

4. At the Instructional Clinic meeting, the topic is analyzed.

5. If the problem is solved or the desired development goal is reached, the topic is completed.

6. Should further development be required, the topic is carried over to the next Instructional Clinic.

KEYS

In general, keys are not issued to part-time instructors; however, when appropriate, the Dean of Instruction may authorize the issuance of a key to a part-time instructor. Key request forms (see Sample M) are available in the Dean's office. All keys remain the property of Hagerstown Junior College and are to be returned upon an employee's termination of official duties or as requested. Keys are never to be duplicated by staff members, and under no circumstances will a staff member lend keys to a student or other unauthorized persons.

SAMPLE M

REQUEST FOR KEY

_____
Individual Requesting Key

_____
Room Number/Building

_____
Signature of Dean

_____
Date

LIBRARY RESOURCES

Library materials are housed in the main Library as well as in the Learning Resources Center in the Career Programs Building. The hours of operation are posted at the main entrances at the beginning of each semester.

Book Requests

All requests for books and audiovisual materials must be approved by the division chairperson before being submitted to the librarian. Order cards may be obtained from the division chairperson. Each order card (one for each title) should contain adequate bibliographic information: full name of the author, title, place of publication, publisher, date, and list price. After a book has been received and processed, the order card with the call number added is returned to the faculty member originating the order. A list of books added to the Library is distributed to the faculty monthly.

Borrowing Regulations

No specific time limit is placed on books which are borrowed by faculty members for class work, but books must be returned or renewed at the end of the semester so that records can be brought up to date.

Periodicals

Each fall an order for periodicals for the Library is prepared for the current calendar year. Suggestions from faculty members for additions or deletions should be made at this time.

Reserve Books

Faculty members may request any books needed for required reading to be placed on the Library reserve shelf. Reserve lists should be submitted to the Library as early as possible so that material may be placed on reserve before assignments are made. Faculty members should discuss the purpose and use of reserve books with their classes.

LOST AND FOUND

Unclaimed items left in classrooms or elsewhere in the various buildings on campus should be taken to the Office of the Dean of Stduent Services in the Administration Building.

MAIL

Mail for part-time instructors is generally sent through the U.S. mail to the instructor's home address. Some part-time instructors who have taught on a regular basis have been assigned campus mailboxes, which are located in the Career Programs Building. Any questions regarding mail may be directed to the Assistant to the Dean of Instruction.

MILEAGE REIMBURSEMENT

Part-time instructors teaching at off-campus centers located further than five miles from the HJC campus will receive mileage reimbursement. Exceptions to this provision are (1) if a part-time instructor works on post at Fort Ritchie and teaches during regular working hours, no mileage reimbursement will be made, and (2) if an instructor lives on post and teaches on post, no reimbursement will be made.

OFF-CAMPUS CENTERS

The College uses several off-campus centers in which to schedule classes. Part-time instructors teaching in any of these centers for the first time will receive an on-site orientation. Since procedures for teaching vary at each center, questions should be directed to the appropriate center's Educational Coordinator.

PARKING

Parking areas for staff are designated by yellow lines. Every vehicle driven by a staff member and parked on a campus lot must display a parking sticker, which may be obtained in the Campus Bookstore. This sticker should be placed on the right rear bumper of the vehicle. The College assumes no responsibility for the security or contents of vehicles.

PERSONNEL FOLDER

A personnel folder for every part-time instructor will be established by the Assistant to the Dean of Instruction. The part-time instructor will be responsible for updating the folder when appropriate.

PROFESSIONAL AND ETHICAL RESPONSIBILITY

Academic Freedom

The adminstration and faculty endorse the following position of the "Principles of Academic Freedom" as published by the American Association of University Professors:

"Academic freedom is essential and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his [her] other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"The teacher is entitled to freedom in the classroom in discussing his [her] teaching subject, but he [she] should be careful not to introduce into his [her] teaching controversial matter which has no relation to his [her] subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he [she] speaks or writes as a citizen, he [she] should be free from institutional censorship or discipline, but his [her] special position in the community imposes special obligations. As a man [woman] of learning and an educational officer, he [she] should remember that the public may judge his [her] profession and his [her] institution by his [her] utterances. Hence he [she] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he [she] is not an institutional spokesman [spokesperson]."

Loyalty

Each staff member as an educated professional individual is expected to give loyalty to the institution and its ideals as well as to colleagues. Loyalty requires participation in institutional self-study and in all responsible efforts to raise the standards of the College. It involves willingness to contribute to the work of committees. It infers a willingness to offer criticism in a constructive manner to those who are in a position to apply a remedy. It also includes a willingness to support group decisions and work toward a common goal.

SALARY

Placement on the salary scale for part-time instructors is determined by the Dean of Instruction at the time of an instructor's initial employment. Advancement on the scale is accomplished when a part-time instructor (1) teaches two sessions in one fiscal year, or (2) teaches one session in each of two successive fiscal years.

SECURITY

Security services are provided at the College through the plant maintenance staff. For security during the day, contact the Director of Plant Operations and Maintenance (extension 257), or the Dean of Administration (extension 243 or 259). During the evening, contact the College switchboard operator who will notify the security staff or administrator on duty.

SMOKING REGULATION

Smoking is not permitted in any instructional area.

SPECIAL STUDIES

The special studies concept has been established to allow academic investigation of subject matter not included in the College curriculum. Through the program, a group of at least twelve persons can propose a special studies project. Each division of the College makes available the opportunity to carry out independent group projects in a topic area mutually agreed upon by the teacher of the subject matter and the students. Qualified students are those who have successfully completed six credit hours in the subject matter field. Interested students should contact the Registrar's Office. (See Sample N.)

Special Studies Course Proposal Outline (291)

A. Course title and number of credits
B. Course description
C. Course objectives
D. Methods of instruction
E. Methods of evaluation
F. Course initiation and termination dates

SAMPLE N

SPECIAL STUDIES FORM

Session	Course Number and Title
Project Credits	Number of Students Involved
Outline Attached (yes-no)	
Instructor	Date
Division Chairperson	Date
Office of Instructional Affairs	Date
Registrar	Date
Director of Information Systems	Date

Copies to: Instructor
Registrar
Office of Instructional Affairs
(Per Signature)

Revised: 3-24-77

STUDENT CONDUCT

Hagerstown Junior College can make its maximum contribution as a community institution of higher learning only if high standards of courtesy, integrity, and accomplishment are maintained by every member of the College. In order to achieve this goal, the students composed the Code of Student Conduct which was approved by the Student Government Association, the Executive Committee of the Faculty Assembly, the President's Council, and the Board of Trustees. This code is published in the HJC Student Handbook.

STUDENT FINANCIAL AID

A student who needs financial assistance to attend or to remain in College should be referred to the Financial Aid Office.

STUDENT HANDBOOK

The Student Handbook contains a variety of recommendations, procedures, and regulations that are relevant to student life at the College. Upon matriculation to the College, each student is given a copy of the Handbook and is responsible for abiding by the regulations stated.

Part-time instructors may request copies of the Student Handbook from the Director of Student Activities.

STUDENT PLACEMENT

Assistance for students seeking full-time employment is provided through the Job Placement Office. Assistance for students seeking part-time employment is provided through the College's Student Financial Aid and Career Placement Office.

STUDENT RECORDS

Any part-time instructor who desires background information on a student may contact the Records Office and request to review the student's record. Student records will not be removed from the Records Office.

SWITCHBOARD

The College switchboard, located in the lobby of the Administration Building, is the communications center for all evening activities. When an emergency arises or when immediate maintenance service or security is required, please contact the College switchboard operator.

TELEPHONE SERVICE

The demands on the telephone service of the College continue to increase; therefore, use of campus telephones for personal business is discouraged.

TEXTBOOK DESK COPIES and MATERIALS OF INSTRUCTION

Part-time instructors may contact the appropriate division chairperson to obtain a desk copy of the text materials used in the class(es) they teach.

A part-time instructor may give to the appropriate division chairperson a list of materials of instruction needed to teach an assigned course. After determining whether the budget is sufficient, the division chairperson will be responsible for ordering the materials.

TEXTBOOK SELECTION PROCEDURE

Part-time instructors will use the text materials selected for the course by full-time staff in that teaching area. If the Campus Bookstore has no selected text or if the part-time instructor wants to recommend a text, such information may be given to the appropriate division chairperson.

"THE HAWK"

"The Hawk," a bulletin which serves as an events sheet for the total College community, is published each Monday during the fall and spring semesters by the Public Information Office. Any member of the student body or staff who would like to use this means of disseminating information may present the appropriate material to the Director of Public Information one week before publication.

Part-time instructors are encouraged to read "The Hawk" and to circulate it in class. Copies are available in the Library, Career Programs Building, and the Administration Building.

TUTORIAL

Through a process of tutorial instruction Hagerstown Junior College makes it possible for students to take courses listed in the College catalog that are not offered in a given semester.

<u>Procedures for Implementing a Tutorial</u>

1. The student will identify the course to be taken.

2. The instructor and the student will meet to discuss the course requirements and to complete the Tutorial form (see Sample L).

3. The Tutorial form will be given to the division chairperson for review. If the division chairperson approves, he/she will sign the form and forward it to the Dean of Instruction.

4. The Dean will review the form for instructor load. If the Dean approves, he/she will sign the form, retain a copy, and forward the original to the Registrar's Office.

5. The student will complete the registration process in the Registrar's Office and will pay applicable fees in the Finance Office.

6. The instructor will determine whether the contract credit requirements have been fulfilled and will award the appropriate grade.

USE OF RESOURCE PERSONS

Requests for the use of resource persons may be made to the appropriate division chairperson and will be approved by the Dean of Instruction before an invitation is extended.

WITHDRAWALS

A student desiring to withdraw from the College at any time during the academic year must complete an official form for withdrawal in the Office of Student Services. A student who fails to withdraw in accordance with stated regulations will receive failing grades in all courses scheduled during that semester and will forfeit his/her right to any tuition refund. No student will be permitted to withdraw officially within the last five weeks of a semester.

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